



## DEPARTMENT OF THE NAVY

COMMANDER  
NAVY REGION, MID-ATLANTIC  
6506 HAMPTON BLVD.  
NORFOLK, VA 23508-1273

IN REPLY REFER TO:

COMNAVREGMIDLANT  
INST 1771.3A  
N101

**21 APR 2000**

### COMNAVREG MIDLANT INSTRUCTION 1771.3A

Subj: CEREMONIAL GUARD PROCEDURES FOR THE HAMPTON ROADS AREA

Ref: (a) DODD 1300.15  
(b) SECTION 578 Public Law 106-65  
(c) NAVPERS 15555DC  
(d) COMNAVBASENORVASTAFFINST 1610.1

1. Purpose. To establish policy as defined in references (a) and (b) for military funeral support in the Hampton Roads area. This instruction provides guidelines for personnel selection and procedures, assignment, tasking, and services provided by Ceremonial Guard personnel.

2. Cancellation. COMNAVBASENORVAINST 1771.3. Due to numerous changes, instruction should be read in its entirety.

3. Background. The Ceremonial Guard is a military honors unit established at the direction of Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT). The primary mission of the Ceremonial Guard is to provide funeral honors as directed by references (a) and (b), in support of the Funeral Honors Support Program. This program, administered by COMNAVREG MIDLANT for the states of Virginia, West Virginia, Maryland, Delaware and Pennsylvania, recognizes and commemorates the honorable service deceased Naval and former Naval personnel have given to our country. The practice of rendering funeral honors is considered by our nation to be a solemn and sacred obligation.

#### 4. Action

a. Commanders at all levels will endeavor to respond to requests for military funeral honors with priority, sensitivity and the unwritten spirit to honor one of our own. To that end, Program Managers shall provide from their enlisted billets, for a period of 179 days, the following number of Temporary Additional Duty (TAD) personnel to COMNAVREG MIDLANT to make up the Regional Ceremonial Guard.

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FHS TAXPROGRAM MANAGER

PORT OPS/NAVSTA	3
SUPPORT SVCS/LANTFLT HEDSUPPACT	4
AIR OPS/NAS OCEANA	12
PUBLIC SFTY/NAVPHIBASE LCREEK	3
IT/COM	0
ORDNANCE/LANTORDCOM	1
SUPPLY/FISC NORFOLK	4
TOTAL:	27

The Ceremonial Guard will be capable of providing full military funeral honors as prescribed in reference (c) to support the Funeral Honors Program in the Hampton Roads area for active duty deaths, retirees and veterans. Additionally, the Ceremonial Guard will provide full military honors for active duty interment within the Mid-Atlantic Region which may require out of town travel.

b. Program Managers will identify, if other than the Command Master Chief, a Point of Contact (POC) to the Regional Coordinator (322-2817). This POC will be contacted to coordinate TAD orders, and replace personnel (at the end of the TAD period or if early termination of orders is needed).

c. Members will report to COMNAVREG MIDLANT with 179-day TAD orders in hand, and a copy of their last evaluation. A two-week turnover period will be afforded between replacement members for proper operation of teams and provision of continued funeral support.

d. Concurrent Performance Evaluation and/or Performance Information Memorandum (PIM) will be provided at periodic evaluation times and upon detachment of member in accordance with reference (d).

## 5. Discussion

### a. Services

(1) The COMNAVREG MIDLANT Ceremonial Guard will provide military honors at funerals for present and past members of the Department of the Navy, and Color Guard/Sideboys support for military ceremonies as requested by Commander in Chief, U.S. Atlantic Fleet.

(2) Color Guards for retirements, changes of command, etc., will not be supported by COMNAVREG MIDLANT Ceremonial Guard.

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b. Scheduling. All military honors requests will be scheduled through the Regional Coordinator's office at 757-322-2818/2817.

c. Eligibility. To be eligible to participate in the Regional Ceremonial Guard, personnel will be screened by their respective chain of command and will meet the following standards:

(1) Will have successfully completed a current Physical Readiness Test and be within body fat standards, as well as be in a "Fit for Full Duty" physical readiness status with no physical limitations.

(2) Possess a valid drivers license.

(3) Present an above-average military appearance. Personnel holding a "no shave" chit shall not be recommended as eligible for Honor Guard duty.

(4) Be recommended for advancement and/or retention.

(5) Be capable of strenuous marching, drilling, lifting, prolonged standing, and be able to proficiently execute an immediate and smart movement, in drill, after sufficient training.

(6) Have at least six months left at their current duty station.

(7) Have no disciplinary infractions for a period of 12 months prior to assignment, to include courts-martial, non-judicial punishment, and civil convictions (except minor traffic offenses).

(8) Be personally interviewed by the Program Manager Command Master Chief. During this interview any career, financial, medical, or personal issues should be discussed and considered prior to endorsement.

(9) Be highly motivated and maintain high professional standards and military bearing, as evidenced by a written endorsement from the Department Head.

(10) Change in eligibility status during TAD assignment may result in termination of TAD status requiring a replacement to be sent. Change in eligibility may include, but not limited to:

(a) physical readiness (i.e. light or limited duty)

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(b) disciplinary action

(c) excessive personal issues

d. Training. Within two weeks of initial assignment, Ceremonial Guard members will be required to complete, and demonstrate proficiency in funeral honors procedures. Training in Honor Guard drilling and Weapons/Weapons Safety will be provided by COMNAVREG MIDLANT Regional Coordinator's office.

e. Equipment. Upon completion of qualification, Ceremonial Guard members will be issued appropriate ceremonial gear for the duration of their assignment to the Ceremonial Guard. These items will be the responsibility of the member and will be turned in to the Regional Coordinator upon detachment. Firearms will be checked in and out and security maintained in accordance with applicable directives.

f. Travel. A travel team will be identified by the Regional Coordinator, and when tasked, will travel as a unit within COMNAVREG MIDLANT's five-state area to provide full military honors for active duty deaths. Travel will be arranged and funding provided by COMNAVREG MIDLANT.

g. Transportation. Transportation for official duty assignments for the Ceremonial Guard will be provided by COMNAVREG MIDLANT.

h. Commuted Rations. Due to the uniqueness of Ceremonial Guard duties and unusual working hours, Ceremonial Guard personnel will be entitled to draw Bachelor Allowance for Subsistence (BAS) upon request of the member.

i. Flag Presenter. In accordance with reference (a), every effort should be made to provide an officer or enlisted flag presenter, depending on the status of the decedent. The following guidance is provided for a flag presenter for the funeral:

(1) When the deceased is an O-6 and above, COMNAVREG MIDLANT Senior Watch Officer will provide an officer as the flag presenter in the following manner:

07 and above - an O-5 or above  
O-6 death - any paygrade officer

COMNAVREG MIDLANT's Senior Watch Officer shall incorporate a Flag Presenter watchbill that the Regional Coordinator will utilize, as necessary. Verbiage and guidance for flag presenters will be provided by Regional Coordinator. Officers on the

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Funeral Honors watchbill will be expected to appear inspection-ready in the prescribed uniform of the day, and not the alternate uniform of the day.

6. Questions can be directed to the Regional Coordinator, Casualty Assistance Calls/Funeral Honors Support Program at 757-322-2817 or DSN 262-2817 during normal business hours (0700-1600).



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Chief of Staff

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